

NOTICE TO ATTORNEYS

The proposed pretrial order must be joint, and not piecemeal, and it should be reviewed and approved by all parties BEFORE the pretrial hearing.

IN THE UNITED STATES DISTRICT COURT FOR
THE MIDDLE DISTRICT OF ALABAMA
DIVISION

)	
)	
Plaintiff,)	
)	
v.)	CIVIL ACTION NO.
)	
)	
Defendant.)	

ORDER ON PRETRIAL HEARING

A pretrial hearing was held in this case on _____, wherein the following proceedings were held and actions taken:

1. PARTIES AND TRIAL COUNSEL:

COUNSEL APPEARING AT PRETRIAL HEARING: (same as trial counsel)

or (indicate if different) _____

2. JURISDICTION AND VENUE:

3. PLEADINGS: The following pleadings and amendments were allowed:

4. CONTENTIONS OF THE PARTIES:
 - (a) The plaintiff(s)

 - (b) The defendant(s)

5. STIPULATIONS BY AND BETWEEN THE PARTIES:

**PLEASE LEAVE ORDER UNFINISHED AT THIS POINT FOR COMPLETION BY
THE COURT.**

Closing language for Pretrial Order in JURY CASE

It is ORDERED that:

- (1) The jury selection and trial of this cause, which is to last ____ (__) days, are set for , 2005, at 10:00 a.m. at the United States Courthouse in _____, Alabama;
- (2) A trial docket will be mailed to counsel for each party approximately three weeks prior to the start of the trial term;
- (3) The parties are to file their pre-trial briefs, if any, by _____ [insert a date certain one week prior to the date of jury selection], 2005;
- (4) Each party shall have available at the time of trial, for use by the court (the judge, the courtroom deputy clerk, and the law clerk), three copies of the exhibit list and a sufficient number of copies of each photostatically reproducible exhibit for opposing counsel, the courtroom deputy clerk, the law clerk, and the judge to each have a set of the exhibits;
- (5) All deadlines not otherwise effected by this order will remain as set forth in the Uniform Scheduling Order (Doc. #) entered by the court on ;
- (6) All understandings, agreements, deadlines, and stipulations contained in this Pretrial Order shall be binding on all parties unless this Order be hereafter modified by Order of the Court.

DONE this day of , 2005.

Closing language for Pretrial Order in NON-JURY CASE

It is ORDERED that:

- (1) The non-jury trial of this cause, which is to last _____ (____) day(s), is set for , 2005, at 10:00 a.m. at the United States Courthouse in , Alabama;
- (2) A trial docket will be mailed to counsel for each party approximately three weeks prior to the start of the trial term;
- (3) The plaintiff(s) are required to file proposed findings of fact and conclusions of law by _____, 2005 [a date certain one week prior to the first day of the trial term]. The defendant(s) are required to file proposed findings of fact and conclusions of law by _____, 2005 [a date certain one week prior to the first day of the trial term]. The parties are also directed to e:mail their proposed findings of fact and conclusions of law to propord_fuller@almd.uscourts.gov in WordPerfect format by the dates specified above.
- (4) **IF REQUIRED:** The parties in this case are required to file trial briefs by _____, 2005 [a date certain one week prior to the first day of the trial term].

IF NOT REQUIRED: The parties in this case are not required to file trial briefs. However, if they wish to do so, their trial briefs shall be filed no later than _____, 2005 [a date certain one week prior to the first day of the trial term].
- (5) Each party shall have available at the time of trial, for use by the court (the judge, the courtroom deputy clerk, and the law clerk), **three copies** of the exhibit list and a sufficient number of copies of each photostatically reproducible exhibit for opposing counsel, the courtroom deputy clerk, the law clerk, and the judge to each have a set of the exhibits;
- (6) All deadlines not otherwise effected by this order will remain as set forth in the Uniform Scheduling Order (Doc. #) entered by the court on , 2005;
- (7) All understandings, agreements, deadlines, and stipulations contained in this Pretrial Order shall be binding on all parties unless this Order be hereafter modified by Order of the Court.

DONE this day of , 2005.